

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

10-029A

OPEN PERIOD:

1/14/2010 – 2/4/2010

JOB TITLE:

Management Assistant

PAY GRADE AND SERIES:

GS-0344-07

PAY RANGE:

\$43,208 - \$56,174

POSITION LOCATION:

March ARB, CA.

UNIT:

163rd
PDCN #: 80771P00
Security Clearance Required:

Secret

APPOINTMENT TYPE: PERMANENT - DUAL STATUS
AREA OF CONSIDERATION: CURRENT CALIFORNIA NATIONAL GUARD MEMBERS/TECHNICIAN

Military grade of E-1 through E-5.

Compatible Military Grade Assignment: AFSC 3D0X1.

Key Requirements:
THIS IS A PERMANENT POSITION

This position is located in the *Plans and Resources Flight* of the Communications *Squadron*, Mission Support Group, of an ANG Aviation Wing. The primary purpose of this position is to serve as a Knowledge Manager supporting the implementation and administration of the Information Resource Management (IRM) program within the wing/base network and manual operating environments. This supports the management, organization, direction, control, and education of all actions associated with the collection, creation, use, and dissemination of official information, and related records to include the administration of wing/base assigned information management (IM) personnel according to governing directives at wing/base, tenants and geographically separated units if assigned.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

Position Requires Travel: Infrequent/Rare.

QUALIFICATIONS and EVALUATION:

General: Administrative or clerical experience such as: applying guidelines, rules and regulations to assignments, composing correspondence, searching for and compiling information and data, and records administration.

Management Assistant GS-0344-07: Must have 12 months of specialized experience which included the review of forms to determine if they are essential, can be simplified, consolidated with existing forms, or standardized for wider use; experience which required monitoring and coordinating administrative and processing work of subordinate elements through a system of internal controls, production or progress reporting; clerical, administrative or technical experience which provided a knowledge of the organization, the functions it performs and which demonstrates that the candidate has the ability to collect, organize, and interpret information including statistical material; experience in conducting studies to evaluate and determine regulatory compliance, experience must demonstrate knowledge of regulations, and administrative procedures involved in assessing and assuring compliance.

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to conduct studies of existing forms to detect and eliminate unnecessary and obsolete ones, to combine and consolidate forms to reduce the number of operations performed in using them.
2. Knowledge of guidelines, methods, precedents and techniques applicable to the specific programs or phases relative to the position.
3. Ability to conduct studies, prepare reports, and make suggested changes to eliminate ineffective operations.

4. General knowledge of the functions of the organization.
5. Ability to review reports, to eliminate, combine, or improve them; to reduce or increase the frequency of their submission, and compare the costs of report's preparation against established reporting requirements.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: For the first six months of specialized experience, study successfully completed in a resident school above the high school level may be substituted at the rate of one academic year of study for six months of specialized experience, provided the study included at least 6 semester hours in subjects closely related to the personnel field. Such subjects include: English composition; public administration; statistics or other courses where primary emphasis is on writing skills.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military uniform and comply with required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Resume" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file.

IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current resume (mandatory)
- Transcripts, if applicable

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER